CONDUCT OF TRAINING BRIEF

CONDUCT OF TRAINING

- **ISSUE: Instructors not thoroughly familiar with lesson plans**
- **RECOMMENDATION:**

  - Prepare instructors during drills prior to AT

  - Issue lesson plans and allow instructors time to discuss lessons before presentation

CONDUCT OF TRAINING

- **ISSUE: Small Group Instruction Methodology**
- **RECOMMENDATION:**

  - Instructors must use all three of the roles of a Small Group Leader (observer, facilitator, and subject matter expert)

CONDUCT OF TRAINING

- **ISSUE: Physical fitness training not conducted IAW FM 21-20**
- **RECOMMENDATION:**
  - **Review FM 21-20**
  - **Warm-up should last 5-7 minutes**
  - **Conditioning phase 20-30 minutes**
  - **Cool-down 5-7 minutes**
  - **Correct sequence of commands for extended rectangular formation**

CONDUCT OF TRAINING

- **ISSUE: Physical fitness training not conducted IAW FM 21-20 (cont.)**
- **RECOMMENDATION:**

  - 5 to 10 seconds between exercises not required (muscle groups must be allowed to recover)

  - Create PT schedule for both ANCOC and BNCOC

CONDUCT OF TRAINING

- **ISSUE: Enforcement of Standards**
- **RECOMMENDATION:**

  - Ensure that instructors are familiar with all standards of performance evaluations and supporting regulations

CONDUCT OF TRAINING

- **ISSUE: Counseling**
- **RECOMMENDATION:**

  - Ensure proper counseling techniques are utilized and enforced IAW FM 22-100

  - Focus on follow-up and assessment

CONDUCT OF TRAINING

- **ISSUE: Instructors not adequately prepared to teach classes**
- **RECOMMENDATION:**

  - Ensure that instructors have access to lesson plans prior to training

  -Ensure that all required materials are present prior to beginning training

CONDUCT OF TRAINING

- **ISSUE: Training materials not prepared prior to classes (i.e. practical exercises)**
- **RECOMMENDATION:**

  - Review lesson plans at least a day prior to class presentation

  - Utilize assistant instructors to help with preparations for class materials

CONDUCT OF TRAINING

- **ISSUE: All lesson plans were not available in each classroom**
- **RECOMMENDATION:**

  - Ensure that all instructors are aware of the location of all lesson plans

  - Ensure that all lesson plans are labeled for easy identification

CONDUCT OF TRAINING

- **ISSUE: Limited demonstration of leadership skills in performance environment**
- **RECOMMENDATION:**

  - Encourage instructors to be creative in creating leadership challenges (classroom set-up, D and C, barracks inspection, duty rosters)

CONDUCT OF TRAINING

- **ISSUE: Risk Assessments**
- **RECOMMENDATION:**

  - Ensure that date prepared is before the DTG of the training

  - DTG must cover all entire time period

  - Be more specific in all areas of the assessment

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- **ISSUE: Risk Assessments (cont)**
- **RECOMMENDATION:**

  - Identify the overall risk level

  - Signature of risk decision authority

CONDUCT OF TRAINING

- **ISSUE: Training Schedules**
- **RECOMMENDATION:**

  - Do not include exam review on schedule

  - Ensure that the training schedule gives specific locations

  - Ensure that specific class names are used on the schedule

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- **ISSUE: Training Schedules (cont)**
- **RECOMMENDATION:**

  - Follow the published schedule

CONDUCT OF TRAINING

- **ISSUE: After Action Review (AAR)**
- **RECOMMENDATION:**

  - Facilitator should be different than individual conducting training

  - Use proper techniques for AAR

CONDUCT OF TRAINING

- **ISSUE: Class Rosters**
- **RECOMMENDATION:**

  - Ensure that rosters are current

  - Ensure that all students listed on the roster are assigned to the class

CONDUCT OF TRAINING

- **ISSUE: Instructor Credentials**
- **RECOMMENDATION:**

  - Visitor book should only contain proponent certification

  - Additional information causes distracters and violates personal information disclosure act

CONDUCT OF TRAINING

- **ISSUE: Instructor Critique Sheets**
- **RECOMMENDATION:**

  - Completed sheets need to be removed from visitor books and placed in the instructor certification packet in operations

CONDUCT OF TRAINING

- **ISSUE: Classroom Information Display**
- **RECOMMENDATION:**

  - Ensure that the posted information can be seen from all areas of the classroom to include the visitor table

QUESTIONS?